



# MASTER HVAC CONTRACTOR LICENSE APPLICATION

*Please type or print application. Answer all questions on both sides of this application.*

*An application fee is to be submitted payable to Kentucky State Treasurer.*

**See attached fee schedule**

**1. Name:** \_\_\_\_\_  
                                 *Last*                                 *First*                                 *MI*

**Address:** \_\_\_\_\_  
   *(Street, Route or Box Number)*

**City:**\_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Telephone:** ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Social Security number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Attach a recent  
passport- sized, color  
photograph of applicant  
here.**

**2. Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street, Route or Box Number)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**County:** \_\_\_\_\_ **Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**3. Examination Score Certificate must be enclosed.** **Date of exam:**

**4. Attach proof of general liability insurance. (Certificate of Insurance for general liability and property damage in an amount not less than \$800,000). List the Department of Housing, Buildings and Construction, Division of HVAC, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405 as certificate holder. License cannot be issued without a certificate on file.**

**For Office Use Only**

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Issue \_\_\_\_\_

Pending \_\_\_\_\_

Approved To Test

Board Review \_\_\_\_\_

Journeyman # \_\_\_\_\_

## Issue & Status

5. Have you previously held a Kentucky Master license in the Commonwealth of Kentucky? \_\_\_\_ Yes \_\_\_\_ No  
If yes, list license number and date you were first licensed. (Attach copy of license)  
License Number: \_\_\_\_\_ Date: \_\_\_\_\_

6. Are you currently licensed as a Journeyman Mechanic in the Commonwealth of Kentucky? \_\_\_\_ Yes \_\_\_\_ No  
If yes, list license number and date you were first licensed. (Attach copy of license)  
License Number: \_\_\_\_\_ Date: \_\_\_\_\_

7. HVAC experience:

Kentucky Master(s) HVAC under whom your two (2) years experience as a licensed KY Journeyman Mechanic was obtained.

Name: \_\_\_\_\_ KY Master Lic. # \_\_\_\_\_

Name: \_\_\_\_\_ KY Master Lic. # \_\_\_\_\_

List the name and address of HVAC employers and dates of employment. (Begin with current employer)

<u>Employer Name</u>	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Phone number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Proof of employment is required**

(W-2's or an affidavit from the KY Master HVAC license holder)

*The board, in accordance with KRS Chapter 13B, may revoke, suspend, place on probation, or restrict the license or certificate of any licensee or certificate holder pursuant to KRS 198B.672.*

*Please fill in each circle acknowledging that you have included the following:*

- ☐ Initial application fee (valid for one year from date of receipt)  
☐ An initial application fee (submitted to the Department and payable to Kentucky State Treasurer).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Master HVAC Contractor license at this time.

COMMONWEALTH OF KENTUCKY \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The applicant, whose name is, \_\_\_\_\_, being duly sworn declares that foregoing subscribed statements are true to the best of their knowledge and belief, and that they have personally signed this application.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission expires: \_\_\_\_\_

**License is pro-rated upon initial application. The division shall issue a license for no less than seven (7) months and no more than eighteen (18) months, based upon your birth month.**

**A fee shall be submitted with this application. Without this fee, the application will not be processed.**

*Make check or money order payable to Kentucky State Treasurer.*

**Use the fee chart below to locate the correct fee for this application. The fee is based on your birth month and the month in which you are applying.**

**Example:** If you were born in October and you are applying in July, then the Master application fee is \$312.50. This license would be valid for 15 months. Each time you renew your license after your initial application, your license will be valid for one year and will be subject to annual renewal in October.

**Continuing Education hours will be required for license renewals that have been issued for 12 months or longer.**

	<b>Master HVAC License</b>												
	<b>Month you are Applying</b>												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Birth Month</b>	Jan	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83
	Feb	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67
	Mar	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50
	Apr	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33
	May	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17
	Jun	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00
	Jul	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83
	Aug	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50	\$166.67
	Sep	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33	\$187.50
	Oct	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17	\$208.33
	Nov	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00	\$229.17
	Dec	\$229.17	\$208.33	\$187.50	\$166.67	\$145.83	\$375.00	\$354.17	\$333.33	\$312.50	\$291.67	\$270.83	\$250.00